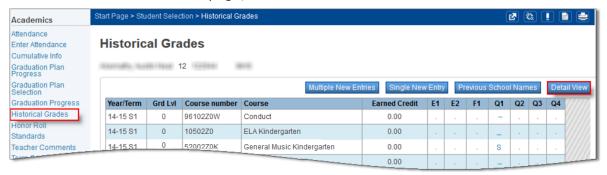


Stored Grades - Correction Guide for Student Grade Level Zero

The following steps walk you through changing erroneous Historical Grades due to a grade level of 0 (zero).

Navigation: Start Page > Select student > Academics > Historical Grades

1. On the Historical Grades page, click Detail View.



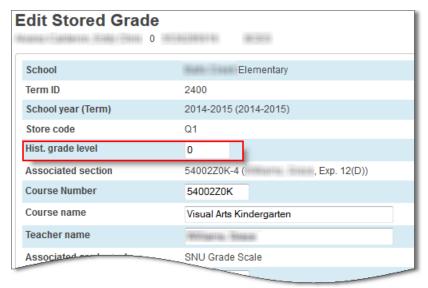
Note: In the **Complete Academic Record - Detail View** screen, you will see grades outside your school's "Historical Grade Levels", which will allow you to see the Level 0 record.

2. Select the incorrect grade.



3. To edit, click on the letter/grade link.

4. Change the "Historical Grade Level" from 0 to the correct grade level for this student's record.



Click Submit.

Here is an error you may encounter:

Since the course code is a historical course code, you may find you need to remove it. While this is acceptable, you may notice that the **course name** is also removed automatically. You may need to **re-enter** the **course name** (*not course number*). The course number will be corrected during a future maintenance weekend, but the course name needs to be re-entered **before** you submit your changes.

Important: Failure to re-enter the course name will cause it to be lost.

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